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## For the Administrator

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Prior to beginning the pre-test session to complete the non-test portion of the ACT answer document, a copy of the back page of this sheet should be provided to each student. In addition, prior to starting the ACT- provided directions on page 19 of *The ACT Test: Administration Manual: State and District Testing - Standard Time*, page 20 of *The ACT Test Administration Manual: State and District Testing - Special Testing*, or page 3 of *The ACT Test Administration Manual: State and District Testing – Non-College Reportable Accommodations*, the Test Administrator should read the below:

Begin by saying:

As part of the state testing program, some of your identifying information asked for on the answer document is automatically provided to ACT, including first name, last name, district and school identification information, your grade, date of birth, state student identification number and gender.

Today we will complete the non-test portion of your answer document, which will ask for additional information about you, your educational background, experiences, and outside school activities and interest.

To receive a score report, you must complete the following blocks on the student answer document: Blocks A, B, D, E, F, M, N, O, P, R, and T.

Block H, Block L, High School Course/Grade Information, Student Profile Section (except for the High School Information, Interest Inventory, and Email Address sections are not required. This information may be particularly sensitive.

The back page of the document I provided you contains additional information for each of the blocks and sections we are going to go through. Please refer to that list as we make our way through this pre-test session.

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## For the Student

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Please adhere to the list below when completing the non-test portions of the answer document.

**Block A: Required to receive a score report**

**Block B: Required to receive a score report**

Block C: Leave blank – Reserved for future use

**Block D: Required to identify your score record.**

**Block E: Required for your record to be included in group reporting.**

**Block F: Required for your record to be included in group reporting.**

Block G: Leave blank

Block H: Leave blank

Block I: Leave blank – Reserved for future use

Block J: Leave blank – Reserved for future use

Block K: Leave blank – school use only

Block L: Leave blank

**Block M: Required to have scores sent to colleges and universities and members of Congress of your choice**

**Block N: Required to receive a score report**

**Block O: Required to receive a score report**

**Block P: Required to receive a score report**

Block Q: NOT REQUIRED. Used for scholarship purposes only

**Block R: Required to receive a score report**

Block S: NOT REQUIRED.

**Block T: Required for students testing with accommodations.**

Block U: Leave blank

Block V: Leave blank

**High School Course/Grade Information:** Leave blank.

**Student Profile Section:** Leave blank *Enrollment Information* (Items 1 through 4), *Educational Plans, Interests, and Needs* (Items 11 through 18), *Educational Needs* (Items 19 through 23), *College Extracurricular Plans* (Items 410 through 55), *Financial Aid* (Items 56 through 59), *Background Information* (Items 60 through 64), *Factors Influencing College Choice* (Items 66 through 77), and *High School Extracurricular Activities* (Items 99 through 114). **Please complete *High School Information* (Items 78 through 98).**

**ACT Interest Inventory:** Leave blank.

**Email address:** Leave blank.